



**STATE BOARD
OF EQUALIZATION**

**450 N Street
Sacramento
California 95814**

**TDD information California Relay
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Hearing Impaired**

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It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

An Equal Employment Opportunity employer--equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious creed, political affiliation, age, sexual orientation, or medical condition.

CAREER EXECUTIVE ASSIGNMENT

Pending Control Agency Approval

DEPARTMENT: California State Board of Equalization

POSITION TITLE: Chief, Financial Management Division,
Administration Department

LOCATION: Sacramento

LEVEL: CEA Level 2 (\$7558 – \$8333)

FINAL FILING DATE: Extended to January 29, 2007 (by 4:00 P.M.)

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Deputy Director, Administration Department, the Chief, Financial Management Division, manages and directs the Board of Equalization's Accounting Section and Budget Section. The incumbent also provides expert fiscal management consultation and technical advice to five constitutionally elected Board of Equalization Members and Executive Management; makes recommendations on changes to State and internal agency fiscal policies and procedures; and serves as liaison for the Board of Equalization with State control agencies and legislative staff on fiscal policy, and related matters.

MINIMUM QUALIFICATIONS:

All applicants must have permanent California State Civil Service status or service as a legislative employee meeting the criteria in Government Code section 18990, or as an exempt employee in the Executive Branch meeting the criteria in Government Code section 18992, or a legislative or non-elected exempt executive branch employee meeting the criteria in Government Code section 18993. In addition, applicants must satisfy the following minimum qualifications:

Ability to manage high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

KNOWLEDGE OF:

- The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch.
- Principles, practices, and trends in public administration, organization and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Methods of administrative problem solving.
- Principles and practices of policy formulation and development.
- Personnel management techniques.
- The Board of Equalization's Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

MINIMUM QUALIFICATIONS: (Continued)

ABILITY TO:

- Plan, organize, and direct the work of the multidisciplinary professional and administrative staff.
- Analyze administrative policies, organization, procedures and practices.
- Integrate the activities of a diverse program, to attain common goals.
- Gain the confidence and support of top level administrators and advise them on a wide range of administrative matters.
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action.
- Prepare and review reports.
- Effectively contribute to the Board of Equalization's equal employment opportunity objectives.

This knowledge and these abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (experience may have been paid or volunteer; in State service, other government settings, or in a private organization).

DESIRABLE QUALIFICATIONS:

1. Experience in managing the annual development, day-to-day administration, and the year-end activities of a State agency's or department's budget operation.
2. Knowledge of public administration, personnel management and supervision (three or more years of supervisory experience).
3. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, to build an effective team and to be a productive member of the agency-wide strategic management team.
4. Demonstrated ability to develop cooperative relationships with program management and control agencies.
5. Effective written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively, both internally and with the public.
6. Ability to recognize and understand the political environment and the consequences of actions. Understanding of the roles and responsibilities of the constitutionally elected Board Members.
7. Ability to manage under the programmatic and budgetary constraints associated with the agency.
8. A willingness to work in a high-rise building.

DESIRABLE CHARACTERISTICS:

1. Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Board of Equalization's mission.
2. Vision – Understands the context and mission of the Board of Equalization both internal and external. Has an awareness of the Board of Equalization's critical issues, and anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
3. Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.
4. Teamwork – Cooperates to achieve the Board of Equalization's mission, goals and values, and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.
5. Communications – Has a clear expression of ideas, thoughts, and expectations; and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.
6. Staff Development – Recognizes that people are the Board of Equalization's most valuable resource. Can identify and define the needs of the Board of Equalization, attract the appropriate candidates, evaluate, and select the most qualified people. Takes the time to develop and encourage staff to achieve their true potential.

EXAMINATION INFORMATION:

The examination process may consist of two phases. Phase One - an application, resume and statement of qualification rating. Phase Two - a Qualification Appraisal Interview, which may include a structured question or a written proficiency test. The applications will be screened on the basis of the preceding minimum and desirable qualifications. **Those applicants who applied previously for this examination with the final filing date of January 5, 2007, do not need to reapply for this examination.** Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members and the Executive Director will make the final selection.

The results of this examination may be used to make additional appointments to Career Executive Assignment positions that are substantially the same as this position, for a period of one year following the date of the eligibility list for this exam.

FILING INSTRUCTIONS:

All interested applicants must file a standard State application form (STD 678), resume with references, and statement of qualifications. **Applications submitted without a statement of qualifications will be eliminated from the examination process.** The statement of qualifications should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The statement of qualifications should include a discussion with specific examples that describe how the applicant's education, experience, knowledge, skills, and abilities relate to the minimum and desirable qualifications as well as the desirable characteristics for this position.

All materials must be received by the Examination and Recruitment Section by the final filing date and time. Faxes will be accepted [fax (916) 323-3535], however, the originals must be received prior to the start of the examination. Applications postmarked, personally delivered, faxed, or received via interoffice mail after 4:00 P.M. on the final filing date of January 29, 2007, will not be accepted. Submit to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane.

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 4:00 P.M. ON THE FINAL FILING DATE OF JANUARY 29, 2007. Questions concerning this examination should be directed to Terri Deane at (916) 323-9562 or CALNET 473-9562.